IELP Attendance Policy

Students with good attendance are successful in their classes. Good attendance allows students to legally remain in the United States and reach their academic goals. Students who don't attend classes do not learn and do not pass their classes. Under this policy, absent students will be contacted and invited to meet with their advisors for support. Students with excessive absences will be dismissed from the program. The IELP will report attendance information to the advisors of all government-sponsored students.

Policy Details

1) A student must attend at least 80% of the term in each class to be eligible to study in the IELP. Attendance will be counted starting on the first day of classes.
2) There are no excused absences. Every absence is counted, however there are a few exceptions. Students will not be marked absent if:
   • their class is canceled,
   • PSU is closed,
   • they are required to attend a PSU orientation meeting, but only IF they notify their teachers of their absence before the meeting
   • they are observing a religious holiday, but only IF they notify their teachers of their absence before the holiday.
3) After a student misses 10% of any one class, the IELP will send a Reminder Email to the student.
4) After a student misses 20% of any one class, the IELP will send a Warning Email to the student, the academic advisor, the class teacher(s) and the sponsoring agency. The student should meet with his or her academic advisor.
5) After a student misses more than 20% of any one class, the IELP will send an email to the student, the class teacher(s), academic advisors, and the sponsoring agency, informing everyone that the student has been put on Attendance Probation. The student must meet with his or her academic advisor.
6) If a student has poor attendance (>20% absences in any one class) during any two terms in the IELP, the student will be dismissed.
7) Students can appeal their probation or dismissal. To appeal, the student must complete an appeal form. The IELP Attendance Committee will review each appeal.
If a student’s first-term probation appeal is approved, they will return to good attendance standing. If a student’s dismissal appeal is approved, they will be reinstated on probation for the next term. If the student has good attendance during that term, they will return to good attendance standing. If the student again violates the Attendance Policy during that term, they will be dismissed with no option to appeal.

8) **Dismissed students who do not appeal, or whose appeal is denied, must transfer to another school or return to their country.**

Dismissed students who want to return to the IELP may ask for reinstatement after an absence of six months.

9) **IELP teachers will have their own classroom policies** as outlined in the class syllabus. If a student violates these classroom policies, they may be asked to leave class and will be considered absent for the entire time of the class.

10) **Students will be marked for how many minutes they were present in class.** If you arrive late, return from break late, or leave class early, your instructor will mark how many minutes you were in class.

11) **When a student is absent, it is their responsibility to contact their teachers and learn what they missed in class.** Students are responsible for all class work regardless of their attendance.

12) **Students are responsible for knowing their reported attendance and absence in classes.** If the IELP is unable to connect and/or meet with the student at probation and before the student reaches dismissal, the attendance policy is still enforced.

*Note: Absent students with F-1 visas are violating the terms of their immigration status. The U.S. Department of Homeland Security (DHS) requires all IELP students with F-1 visas to enroll as full-time students and attend classes.*